



County of Los Angeles
CHIEF ADMINISTRATIVE OFFICE

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DAVID E. JANSSEN
Chief Administrative Officer

June 29, 2007

To: Supervisor Zev Yaroslavsky, Chairman
Supervisor Gloria Molina
Supervisor Yvonne B. Burke
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: David E. Janssen
Chief Administrative Officer

Board of Supervisors
GLORIA MOLINA
First District

YVONNE B. BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

**COUNTY INFORMATION TECHNOLOGY PROFESSIONAL NEEDS AND
POTENTIAL ONSITE TRAINING PROGRAM AT COUNTY FACILITIES**

On May 8, 2007, your Board directed the Chief Administrative Office (CAO), Department of Human Resources and Chief Information Office to identify the specific Information Technology needs of the County workforce and determine whether it would be beneficial to establish an on-site training program at County facilities, and report back in 60 days. The Chief Information Office has developed an Information Technology (IT) survey that will be distributed on-line to all departmental IT managers to assess departmental technology training requirements. This survey is needed to adequately address your Board motion. Additional time is required to compile and analyze the IT survey results. We will provide your Board with a status of our findings and recommendations by August 15, 2007.

Please contact me, or your staff may contact Veronica Cox of this office at (213) 974-4366 for any questions.

DEJ:DL
SK:VIC:ljp

c: Executive Officer, Board of Supervisors
Chief Information Office
Department of Human Resources

IT training.bm